



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

MCO 7220.44A  
FDF-MCFC  
21 Jun 89

MARINE CORPS ORDER 7220.44A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS POLICY FOR PAYING MARINES UNDER THE JOINT  
UNIFORM MILITARY PAY SYSTEM MANPOWER MANAGEMENT SYSTEM  
(JUMPS/MMS)

Ref: (a) MCO P7220.31G, JFPM  
(b) MCO P4650.37B, MCTIM  
(c) SECNAVINST 5212.5B-C  
(d) NavCompt Manual IV

Encl: (1) Procedures for Paying Deployed Units  
(2) Management Reports and Audit Requirements

1. Purpose. To publish policy and procedures for paying  
Marines under JUMPS/MMS.

2. Cancellation. MCO 7220.44.

3. Information. This Order will take precedence over  
references (a) and (b) when there is a conflict.

4. Background. JUMPS was implemented 1 July 1973. The design  
concept/certification by the Department of the Defense and the  
General Accounting Office was that JUMPS would be a centralized  
pay system with a minimum of manual computations and system  
overrides. The redundant manual computations needed to pay  
each Marine all monies due each pay day, regardless of  
processing delays, were eliminated.

5. Policy. Effective 1 January 1983, the master military pay  
account (MMPA) maintained at the central site at Kansas City,  
MO, is the official pay record for Marines. Payments effected  
through JUMPS/MMS shall be based on the computations made at  
the central site. All data affecting pay entitlements must be  
expeditiously entered into JUMPS/MMS to properly adjust the  
account. The personal financial record (PFR) is an unofficial  
record not subject to the retention requirements of reference  
(c).

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6. Policy Exclusions. The following categories are not included in the scope of this policy:

- a. Reservists on active duty for 30 days or less.
- b. Recruiter aides in support of the Reserve Establishment.
- c. Officer candidate students, The Basic School students, Marines undergoing recruit training, and Marines undergoing Marine Battle Skills Training
- d. Deployed units which will be provided pay services by a deployed disbursing officer as prescribed in enclosure (1).

7. Policy Exception. Exceptions to the payment provisions of this policy may be made by pay adjustment (manual override of the JUMPS payroll) or special payment (any payment made other than on a JUMPS payroll) only as stated below:

a. By Commanding Officers. Reporting unit commanders and executive officers may direct payments by completing NAVMC Form 11116, Payday Adjustment/Special Payment Authorization, and forwarding it to the servicing disbursing officer. This authority may not be further delegated. The following conditions apply:

(1) Reaccessions, Including Reservists on Active Duty in Excess of 30 Days. To overcome delays in the creation of an MMPA, a completed NAVMC Form 11116 reflecting essential data will enable the disbursing officer to establish a manual pay account. Joinee payments will be made from this account. Subsequent payments will be based on information resident in the MMPA.

(2) Aged Events. Pay adjustment/special payment is authorized for a pay-related event that is reported with an effective date of 60 days or more prior to the upcoming payday. For example, if a Marine is entitled to and authorized commuted rations effective 0800, 30 March 1988, the commanding officer or executive officer may direct a pay adjustment/special payment on and after 30 May 1988, if payments are not included in the JUMPS paycheck by that date. Commanders must consider that authorization of special payment may result in the Marine's account being out-of-balance on the subsequent payday.

(3) Cases of Extreme Hardship. Commanders may authorize pay adjustments/special payments in cases where severe hardship would otherwise exist.

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b. By Disbursing Officers. Disbursing officers will adjust the next regularly scheduled payroll when it is necessary to protect the interest of the Government or to ensure the Marine receives at least one third of the monthly pay and allowances (see paragraph 11). Actual payroll adjustments can only be effective for Marines not on direct deposit. Adjustments for Marines on direct deposit will be effected by issuing a special payment or ensuring that the required checkage transaction is reported to adjust a subsequent payroll, as appropriate. Example of when adjustment may be required are:

(1) Centrally forecasted payments do not reflect reductions; e.g., Government property checkages, forfeitures, fines, etc., which have an effective date of 60 days or more prior to the upcoming payday, or within 60 days of separation from active duty.

(2) Previous payments paid 60 days or more prior to the scheduled payday have not posted to the MMPA.

(3) In the case of unposted payments made less than 60 days prior to the scheduled payday, if such action is deemed necessary to protect the interest of the Government or the Marine.

8. Disbursing Officer Payments not Requiring NAVMC 11116. The following payments may be made without submission of a NAVMC 11116 to the disbursing officer:

a. Joinee payments, to include reaccessions and reservists ordered to active duty in excess of 30 days.

b. Payments to transients (excluding unit deployment away from the permanent duty station).

c. Temporary lodging allowance/temporary lodging expenses.

d. System problems/unprogrammed system changes as identified and directed by the System Assurance Officer (SAO).

e. Payments to hospitalized Marines evacuated from a combat area.

f. Payments made to Marines on discharge.

9. Special Payments. Disbursing officers may make cash or check payments directly to Marines for advance of pay and/or allowances and reenlistment bonuses when payment is authorized by the commanding officer. These payments otherwise will be credited to the Marine's MMPA and paid on the next regularly-scheduled payday.

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10. Separation Payments. The disbursing officer will consider the MMPA balance and data provided by commanders on NAVMC 11060 when making separations payments. If the NAVMC 11060 is not received by the disbursing officer 10 working days prior to the date of discharge, final separation payment may be made after the separation date. In cases of indebtedness, the Marine will be notified at the time of discharge, and subsequent collection action will be initiated by the MCFC.

11. Late Reporting or Acceptance. Unless directed in writing by the reporting unit commander or executive officer, the disbursing officer will not adjust payday amounts or provide special payments when an event, due to late reporting or acceptance, posts to the MMPA and results in reduced pay because of retroactive deduction. However, deduction must not prevent the Marine from receiving at least one-third pay and allowances each month, with the exception of the Marine's final settlement on discharge. Examples of late reporting or acceptance:

a. Forfeiture of pay; e.g., a Marine is awarded forfeiture of 2 months pay, effective date of action 30 March 1988, action is reflected in the 15 May 1988 payment resulting in withholding of 46 days forfeiture, the balance to be reflected in the 30 May 1988 payment.

b. Payment not posted to the MMPA; e.g., a Marine receives payment while in transit on 30 March 1988. Upon joining, the Marine is paid normal pay for 30 March and 15 and 30 April 1988. The transient payment is not reflected until the 15 May 1988 payment, resulting in recoupment of overpayment.

12. Erroneous Payments. Overpayments caused by reporting or acceptance delays by the system (JUMPS/MMS) are not considered erroneous payments and will not be considered for waiver or remission of indebtedness.

13. Examination Procedures. The Inspector General of the Marine Corps, and the Marine Corps Disbursing Onsite Examination Teams, and the major subordinate commanders (listed in MCO 5040.6) are the Commandant's direct representatives for review and compliance with this and other directives affecting payments under JUMPS/MMS. The reliability and timeliness of reported data will be evaluated, as well as internal control measures and the effectiveness of pay services provided by the commanding officer and disbursing officer.

14. Responsibility

a. Disbursing Officer. This Order requires the disbursing officer to rely on other individuals and operations involved in the payment process. However, it does not alter the

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disbursing officer's liability and accountability for making accurate payments. The disbursing officer is the only individual required to make restitution for illegal, inaccurate, or improper payments, excluding protest payments. In cases where the commanding officer directs payment under protest, the commanding officer will be held liable and may be required to make restitution for improper payments as required under reference (d). The disbursing officer will notify the SAO of any system deficiencies, to include deficiencies detected by the field.

b. Commanding Officer. Under this pay policy, and timeliness and accuracy of unit diaries and pay documents determine the quality of pay service provided to the individual Marine. The commanding officer is responsible for the legality and propriety of all supporting pay documents and attests to such by signature, or the signature of a designated representative. It is the responsibility of the commanding officer to ensure unit training includes instruction on review of the leave and earnings statement (LES), functioning of JUMPS/MMS, and the financial responsibility of the individual Marine. Commanders will research and attempt to resolve all pay discrepancies prior to referring the individual to the disbursing officer.

c. Individual Marines. All Marines are responsible for ensuring that the entitlements and deductions recorded on their LES's are accurate. Accordingly, it is each Marine's responsibility to ensure any monies received over the amount of entitlement are available for repayment. All Marines must be alert to overpayments received and must effectively manage their money to provide for deductions from a future payday. Each Marine is also responsible for reporting events that may affect pay entitlements, such as marriage, divorce, assignment to Government quarters, or any discrepancy on the LES, to the commanding officer.

d. System Assurance Officer. The Commanding Officer, MCFC is designated as the SAO for the Marine Corps. This officer is responsible for the reliability and integrity of JUMPS/MMS. The SAO will provide all disbursing officers with a listing of all known system deficiencies. The listing will be updated as new deficiencies develop and when corrective action is taken to resolve these deficiencies. If it is found that system deficiencies are causing miscomputation of pay, the SAO will immediately notify all disbursing officers by message, investigate the deficiency, institute action to correct the problem, and keep disbursing officers informed of system problems and corrective action taken by the central site. The SAO may direct corrective action to be taken by disbursing officers and, when appropriate, provide disbursing officers with alternate procedures for continued operation until the deficiency is corrected. If such a situation exists, the SAO

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may determine that payment will not be stopped, and it will be the responsibility of the SAO to sanction all payments in this category. Additionally, the SAO will immediately notify the Commandant of the Marine Corps (FD and MP) of all system deficiencies. In such cases, the SAO must initiate action plan to correct the deficiencies and determine whether or not to continue to sanction payments until the system is corrected. It will also be the responsibility of the SAO to take the necessary action to direct the recoupment of erroneous payments that may occur.

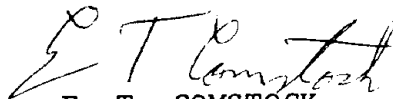
e. Director, Marine Corps Central Design and Programming Activity (MCCDPA). The Director, MCCDPA, is responsible for producing and distributing management reports that support the administration of JUMPS/MMS. Those management reports which directly effect pay are discussed in enclosure (2).

15. Information. Update and extraction (U&E) cutoff dates and payday dates are published in a Marine Corps bulletin in the 7220 series each fiscal year. The U&E and payday dates can be helpful in determining when reported data will be entered into the MMPA and paid.

16. Action. Commanding officers and disbursing officers will comply with this Order and Marine Corps policy for paying under JUMPS/MMS. Commanding officers will review their administrative procedures with a view towards keeping pay adjustments/special payments to an absolute minimum.

17. Reserve Applicability. This Order is applicable to the Marines Corps Reservist(s) being ordered to active duty in excess of 30 days.

18. Applicability. This Order is not applicable to the Marine Corps Reserve.

  
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Fiscal Director  
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## PROCEDURES FOR PAYING DEPLOYED UNITS

1. The senior commander of a deploying unit or a task-organized unit will coordinate with the disbursing officer to determine the type of pay support required while deployed. The type of pay support provided for a deploying unit generally determines to what extent, if any, the policy addressed in this Order applies. A deployed unit is considered to be any unit or detachment of a major unit temporarily relocated from their permanent duty station.

2. When deploying units are provided pay support through payment of advance pay and allowances, this policy is modified to the following extent:

a. Before deployment, the commanding officer may notify the disbursing officer of any pay-related events involving dollar amounts that have been reported, but have not posted or are not reflected on a Marine's current LES; e.g., assignment/termination of quarters, basic allowance for quarters, forfeitures, etc.

b. The disbursing officer will include this data when preparing the advance of pay and allowances.

3. This policy does not apply when deployed units are provided support by a deployed disbursing officer. The following procedure applies:

a. On a specific date before deployment, the commanding officer will submit the authenticated first copy of the unit diary to the servicing disbursing officer, such date to be determined in writing by the servicing disbursing officer.

b. The servicing disbursing officer will make manual payments based on current unit diary submissions and other substantiating information.

c. The commanding officer will stop submitting the unit diary to the disbursing officer when advised in writing by the disbursing officer.

d. Pay support will be resumed when the disbursing officer notifies the commanding officer to cease submission of unit diaries.

4. When deployed units are provided pay support by the disbursing officer at the permanent duty station by delivery of

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regularly-scheduled payday checks, the basic policy applies. While deployed, the commanding officer or the executive officer may submit authorizations for pay adjustment/special payment by message or NAVMC 11116.

5. Units participating in the Unit Deployment Program are subject to this policy.

ENCLOSURE (1)



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## MANAGEMENT REPORTS AND AUDIT REQUIREMENTS

1. System Exception Report (SER). The SER is a three-part report provided for the disbursing officer out of each MMS cycle as a management tool. Part one of the SER will list the following categories of transactions.

a. All disbursing diary statements and unit diary transactions that result in debits to the MMPA with effective dates 60 days or more prior to the upcoming payday date; e.g., forfeiture, fines, stop BAQ/BAS, and assignment to quarters.

b. All disbursing diary statements and unit diary transactions that result in either a credit or debit to the MMPA and are reported within 60 days of the Marine's End Current Contract.

c. Part two of the SER will provide the disbursing officer with those unit diary statements that affect a Marine's pay status; e.g., reports to and from unauthorized absence, desertion, in hands of civil and foreign authorities, and appellate leave, regardless of effective date.

d. Part three of the SER will provide the disbursing officer with a listing of all joins, transfers, and attachments, regardless of effective date, since the last MMS cycle. The SER will be produced by the servicing automated services center (ASC) from input to each MMS cycle. The disbursing officer will retain the SER by Reporting Unit Code for the current month plus the past 3 months.

2. Suspect Payment Listing (SPL). The SPL will be provided each regular payday and will alert the disbursing officer to payments that may be in error. The SPL will list those payments that are 33 percent or less of the normal payment or 225 percent or more of the normal payment. The SPL will be produced by the servicing ASC for those disbursing officers on decentralized pay and by the MCCDPA, Kansas City, MO, for those disbursing offices on centralized pay. The disbursing officer will retain the SPL by RUC for the current month and the past 3 months.

3. On-Line Researcher. The purpose of the on-line researcher is to provide a method of researching individual records to resolve specific problems. The on-line researcher will provide the capability to review transactions that have processed at the central site using the Visual Inquiry System. The system

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will reflect all unit diary and disbursing transactions that have processed at the central site for each individual, the source of input and error code for those transactions that reject at the central site.

4. Audit Requirements. The commanding officer is responsible for the accuracy, completeness, and acceptance into JUMPS/MMS of all pay-related information reportable by unit diary. The disbursing officer is responsible for the accuracy, completeness, and acceptance into JUMPS/MMS of all disbursing reportable information; for detecting system deficiencies; and for correcting records affected by deficiencies and limitations. Commanding officers and disbursing officers must establish internal controls to ensure supervisors have an effective tool to review operational competence. Standing operating procedures have proven an effective tool to establish internal control. Management reports available to assist the commanding officer and disbursing officer in audit procedures include Inconsistent Condition Reports, Master Advisory Reports, and LES's. Disbursing officers are required to complete the monthly 5 percent sample of PFR audit identified by the MCFC and also the On-Line Diary System's Master Error Control File as outlined in MCO P7220.31.

ENCLOSURE (2)